

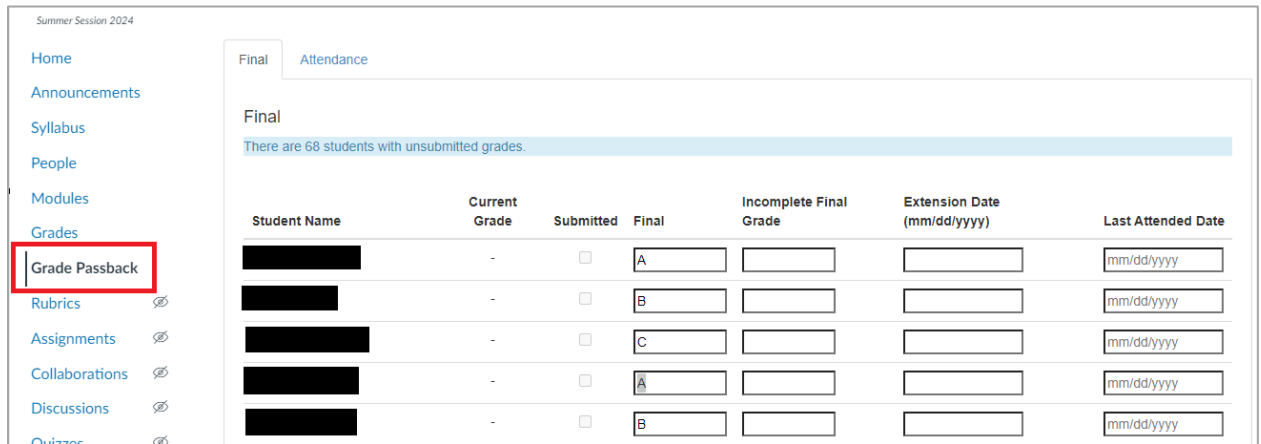
Grade Passback

Canvas Tip Sheet

Grade Passback allows teachers to sync final grades from Canvas to Banner, as well as to self-administer Student Incompletes. Grade Passback will be enabled in Canvas starting June 14, 2024.

How Grade Passback Works

- Once Grade Passback is enabled, each Canvas course will include both the Gradebook and the Grade Passback feature. Both are available from the Course Navigation Menu.
- The [Gradebook](#) is where grades for individual assignments, quizzes and discussions are posted and managed. Canvas calculates a Total grade for each student based on the grades on individual assignments. To access the Gradebook, select **Grades** from the Course Navigation Menu.
- Each student’s Total grade from the last column in the Gradebook auto-populates into the Final field in Grade Passback. The screenshot provides an example Grade Passback page (student names redacted). To access, select **Grade Passback** from the Course Navigation Menu.



- If there are no manual grade adjustments to make or Student Incompletes to administer, click “Submit” to sync grades to Banner.

Student Incompletes

- To enter a Student Incomplete, do the following in the Grade Passback page:
 1. Enter a Final grade of “I,” which is the Passback/Banner code for “Incomplete.”
 2. Enter into the Incomplete Final Grade column the grade the student will automatically receive if they do not complete the incomplete by the Extension Date.
 3. Enter an Extension Date of no longer than one (1) year beyond the course end date.

4. Enter the student's Last Attended Date.
- To determine the **Last Attended Date** based on activity in Canvas, go to **New Analytics** found in the right-hand side bar on the Home Page. Select the **Students** tab, and the date in the Last Participation column is considered the student's last day of attendance.
 - The screenshot provides an example of administering Student Incompletes (student information redacted). Note the Final grade of "I" and the additional required information:

Student Name	Current Grade	Submitted	Final	Incomplete Final Grade	Extension Date (mm/dd/yyyy)	Last Attended Date
[REDACTED]	-	<input type="checkbox"/>	I	D	12/31/2024	5/22/2024
[REDACTED]	-	<input type="checkbox"/>	I	C	12/31/2024	5/17/2024
[REDACTED]	-	<input type="checkbox"/>	I	B	01/05/2024	05/02/2024

Things to Remember

- Grades can be changed and re-synced as long as the grading portal in Banner is open. You can make an unlimited number of manual grade changes on the Grade Passback submittal page and resubmit those.
- Don't forget to include one of the required fields for a Student Incomplete. If you do not input a Final grade of "I," the Incomplete (or alternate) Final Grade, Extension Date and/or Last Attended Date, the Passback for that specific student will fail and you will receive an error noting you need to include the omitted information.

Learn More

- The [Canvas Instructor Guides](#) are an incredible resource, and we recommend consulting them to learn more about how to use Canvas.
- If you've already completed the on-demand [UM Canvas Essentials Course](#), you can still access the course to review content.
- For assistance with Grade Passback, call the UM Canvas Support line at 406-243-4999 during normal operating hours or submit a [Canvas Help Request](#) at the UM Solutions Center.